



# CITY OF HOUSTON

## Job Posting

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1	<div><div>Applications accepted from</div><div>ALL PERSONS INTERESTED</div></div>
2	<div><div>Job Classification</div><div>INSPECTOR (Mechanical /HVAC)</div></div>
3	<div><div>Posting Number</div><div>PN# 104664</div></div>
4	<div><div>Department</div><div>Public Works &amp; Engineering Development</div></div>
5	<div><div>Division</div><div>Planning and Development Services</div></div>
6	<div><div>Section</div><div>Code Enforcement/Mechanical</div></div>
7	<div><div>Reporting Location</div><div>3300 Main Street*</div></div>
8	<div><div>Workdays &amp; Hours</div><div>M - F, 7:00 a.m. – 4:00 p.m.*</div></div> <div>*Subject to change</div>
9	<div><div>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</div><div>Coordinates the enforcement and application of various codes, ordinances and technical specifications for mechanical/HVAC systems, to assure conformance with plans and specifications. Prepares, conducts and reviews various types of mechanical/HVAC inspections for compliance with specifications. Performs inspections, identifies problem areas and recommends solutions. Meets with general public, contractors, technical professionals and businesses to respond to inquiries and technical problems. Performs record keeping activities to maintain filing systems, reports and documentation. Researches and evaluates plans, specifications and drawings.</div></div>
10	<div><div>WORKING CONDITIONS</div><div>The position routinely requires lifting of moderately heavy items, such as typewriters or records boxes (up to 40 pounds) and /or very long periods of walking on rough surfaces on a routine basis. There are routine discomforts from exposure to moderate heat, cold moisture/wetness and unpleasant air conditions. The position may involve routine exposure to soiled materials and light chemical substances such as cleaning solutions.</div></div>
11	<div><div>MINIMUM EDUCATIONAL REQUIREMENTS</div><div>Specialized training in principles, procedures, practices, routines or techniques in a specific area or trade which might normally be acquired through up to 18 months of education or training beyond the high school level.</div></div>
12	<div><div>MINIMUM EXPERIENCE REQUIREMENTS</div><div>Two (2) years of experience related to mechanical/HVAC systems is required. Position requires the years of experience to be journeyman level.</div></div>
13	<div><div>MINIMUM LICENSE REQUIREMENTS</div><div>Valid Texas driver's license and compliance with the City of Houston's policy on driving (AP 2-2).</div></div>
14	<div><div>PREFERENCES</div><div>Preference will be given to applicants who are certified by the International Code Council (ICC) as a Mechanical Inspector or International Association of Plumbing and Mechanical Officials (IAPMO).</div></div>
15	<div><div>SELECTION/SKILLS TESTS REQUIRED</div><div>None</div></div>
16	<div><div>SAFETY IMPACT POSITION</div><div><div><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</div><div>If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.</div></div></div>
17	<div><div>SALARY INFORMATION</div><div>Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:<div><div>Salary Range - Pay Grade 18</div><div>\$1,417 - \$1,793 Biweekly \$36,842 - \$46,618 Annually</div></div></div></div>
18	<div><div>OPENING DATE</div><div>May 25, 2005</div></div>
19	<div><div>CLOSING DATE</div><div>June 1, 2005</div></div>
20	<div><div>APPLICATION PROCEDURES</div><div>Original applications only with resume are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1<sup>st</sup> floor. Successful candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.<div>TDD (Telecommunication Device for the Deaf) 713-837-9496 An equal opportunity employer</div></div></div>